

CITY OF MILPITAS
ADMINISTRATIVE ANALYST I/II (HUMAN RESOURCES)
SUPPLEMENTAL QUESTIONNAIRE

This supplemental questionnaire will be used as part of your application and evaluation. Please answer each question in sufficient detail for the evaluators to understand precisely what your experience and accomplishments have been. Please feel free to use one additional page.
 (A notation of "see resume or application" will not be acceptable)

Program Area	Indicate whether you consider your experience to be limited, moderate or extensive and describe the experience, specifically your role and responsibilities.	Name of Employer and Dates (From/To) If you have experience from more than one employer, indicate the employer where you received most of your experience.
Benefits Administration: Explain experience and your depth of knowledge in bidding, monitoring, and writing contracts.	Limited Moderate Extensive <i>(Circle One)</i>	
Workers' Compensation: Indicate whether self-funded or insured and whether a third party administrator was retained. Also, explain your role in monitoring cases.	Limited Moderate Extensive <i>(Circle One)</i>	
Information Systems: Explain and list types of systems used in 1) administration of benefits and 2) how used in the delivery of service.	Limited Moderate Extensive <i>(Circle One)</i>	
Training/Promotion: Explain the types of programs and methods you developed to keep employees informed.	Limited Moderate Extensive <i>(Circle One)</i>	